



National Aeronautics and
Space Administration

NHB 1420.2I
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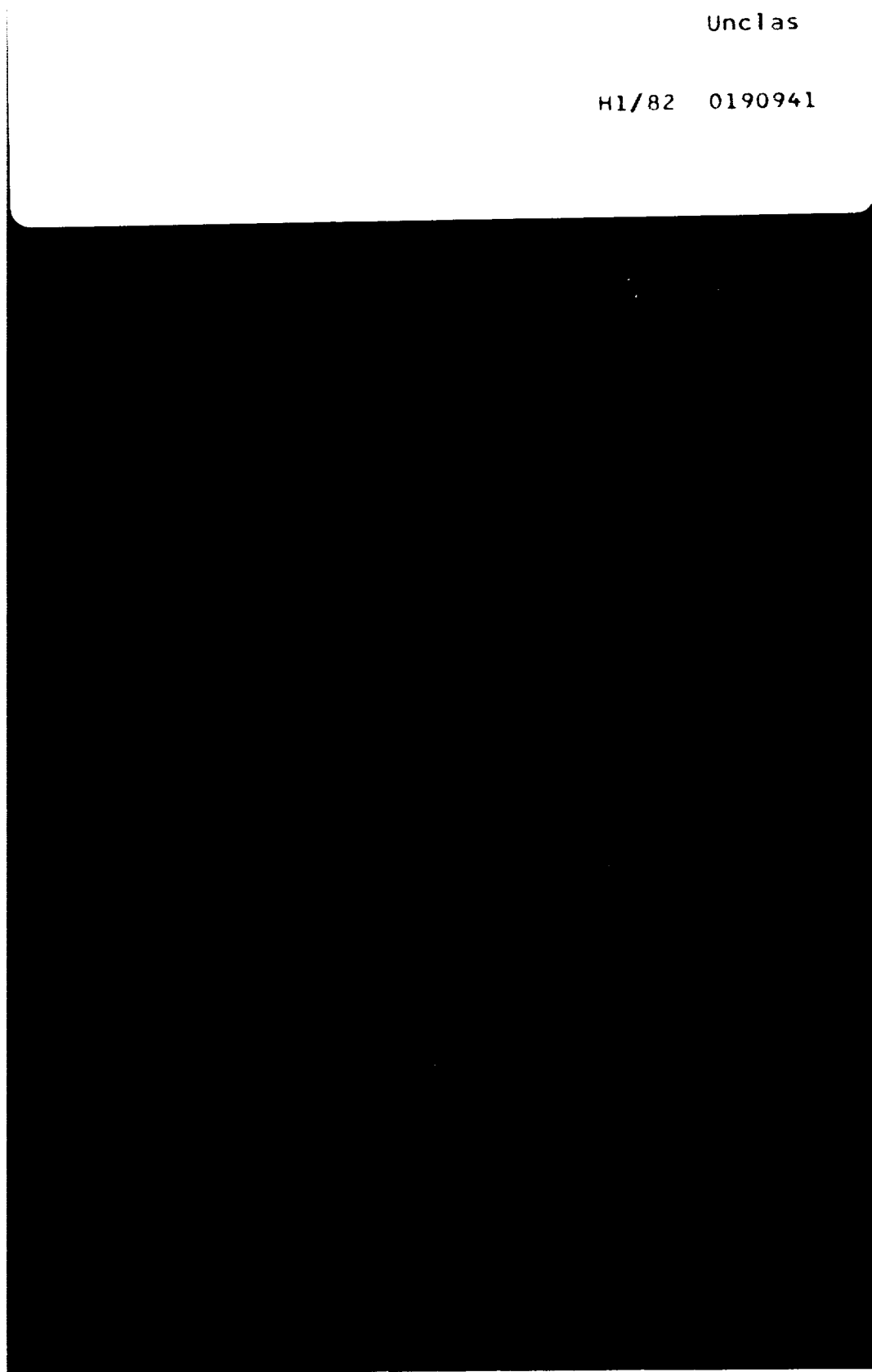
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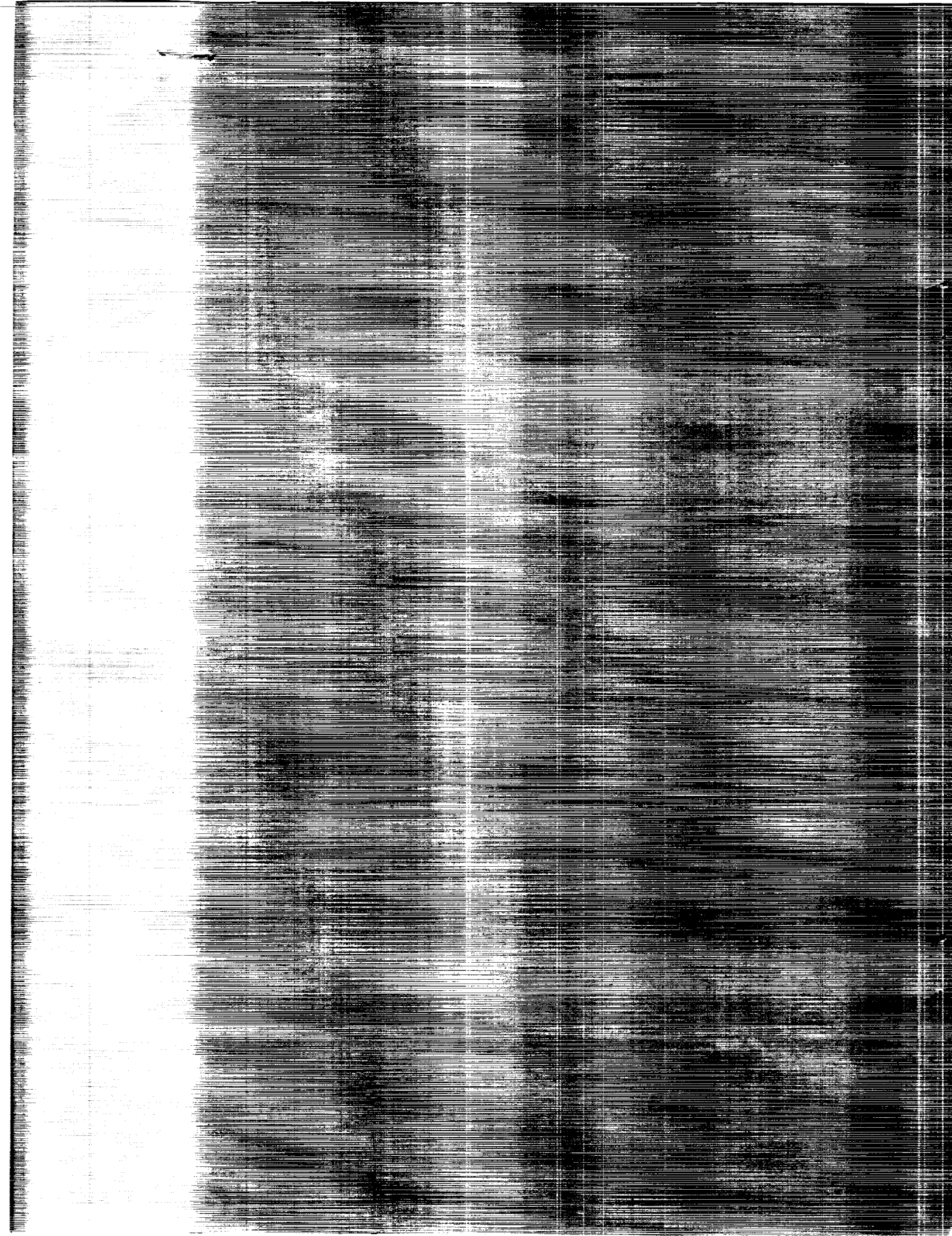
(NHB-1420.2I) POLY OF NASA
PREFIXED FORMS (NASA) 34 P

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Unclas

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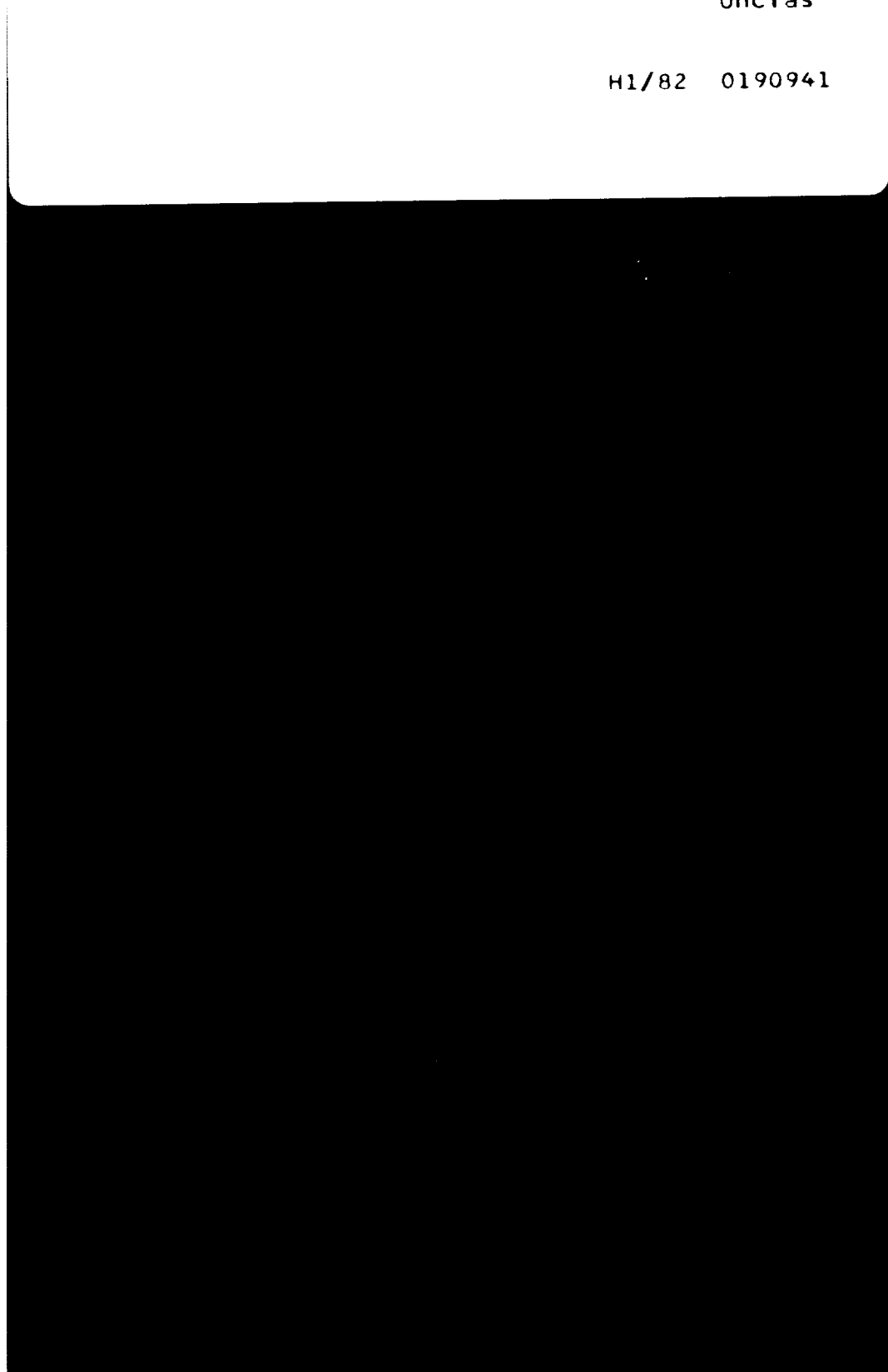
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(NHB-1420.2I) INDEX OF NASA
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PREFACE

This Handbook sets forth the following information for the guidance of all users of the NASA Forms Management Program System. It is issued in accordance with the Federal Information Resources Management Regulation (FIRM), Subpart 201-9.1.

INDEX OF NASA-PREFIXED FORMS

This Handbook sets forth an alpha-functional index of NASA-prefixed forms by title, identifying number, and unit of issue. The automated processing two-letter code (NF) has been substituted for the spelling out of the NASA form-prefix preceding the form number. To indicate a description in lieu of a distinct title, the entire reference under the Form Title/Description column has been enclosed in parentheses.

QUICK REFERENCE LIST

A list of current forms, shown by number and page, is included for cross-reference and to preclude the ordering of those forms which have been deleted from the system.

In order to obtain forms, submit NASA Form 2, Request for Blank Forms, Publications and Issuances, to the Goddard Space Flight Center, Greenbelt, MD 20772, Attn: Code 239.9. This Handbook will be updated, as appropriate. Send recommended changes to the Handbook through appropriate channels to: NASA Forms Management Officer, Code JTD, NASA Headquarters, Washington, DC 20546.

NHB 1420.2H dated July 1986, is cancelled.



Wallace O. Keene
Director, IRM Division

DISTRIBUTION:
SDL 1 (SIQ)

EXPLANATION OF FORMAT

Aside from the abbreviation of the Agency form prefix, from NASA to NF, further clarification is necessary for a more comprehensive understanding of the index. As a case in point, the alpha and numeric symbols in column 4 denote the unit of the form and type of issue. These symbols have been compiled from the following combinations:

<u>UNIT</u>	<u>TYPE OF ISSUE</u>
E - Each	CD - Card
P - Pad	CI - Carbon Interleaved
S - Set	NC - No Carbon Required
PS - Padded Set	CS - Cut Sheet
BK - Book	DI - Die Impressed Stencil
Q - Quire	EN - Envelope
ST - Strip	F - Folder
PK - Package, Box or Carton	HM - Hectograph Master
R - Roll	L - Label
	N - Negative
	OM - Offset Master
	OV - Overlay (Film Positive)
	OZ - Ozalid Transparency
	T - Tag
	TC - Tabulating Card
	TK - Ticket
	CF - Continuous Form

For instance, PS50 NC3 denotes a three-part, carbonless set, constructed in pads of 50 sets. P50 CS denotes cut sheets (singles) constructed in pads of 50 sheets to a pad. Also, number of pages for multipage forms, or instruction sheets, is shown in the Form Title/Description column.

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Claim For Reimbursement And/Or Accounting	NMI 9050.4C	NF 1082	S CI3
For Advance From The Administrator's			
Fund			
Master Employee Account		NF 1502	S CF2
Partial Delivery Notice		NF 539	E CS
Schedule Of Actual Expenses		NF 1599	E CS
<u>ADMINISTRATIVE SERVICES</u>			
All Purpose Monthly Worksheet		NF 1488	P50 CS
Engineering Document Log		NF 1282	E CS
Engineering Drawing Log		NF 1281	E CS
(Folder With Pocket For Loose Papers)		NF 728	E F
Privacy Act Disclosure Authorization		NF 1536	E CS
And Accounting Record (DAAR)			
Privacy Act Individual Access, Amendment		NF 1537	E CS
And Contest Request (IAAC)			
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Survey Report Register	NHB 4200.1B	NF 599	E CS
Transmittal Slip		NF 414	P50 CI
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Inspection (G-159)			
Administrative Aircraft Delayed Dis-	NHB 7920.3	NF 1260	P100 CS
crepancy Form			
Administrative Aircraft Mechanical	NHB 7920.3	NF 1262	P50 CS
Delay Report			

<u>FORM TITLE/DESCRIPTION</u>	<u>PRESCRIBING DIRECTIVE</u>	<u>FORM NUMBER</u>	<u>UNIT OF ISSUE</u>
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G-159 Inflight Record Of Engine And System Performance	NHB 7920.3	NF 1438	P50 CS
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Budget Schedules			
Motor Vehicle-Authorization And Certification	NHB 7400.1C	NF 925	E CS
Request For Waiver Of Erroneous Over- Payments Of Pay (5 U.S.C. 5584, As Amended, And 4 CFR 91 Et Seq)		NF 1545	E CS
Resources Authority Warrant	NHB 7400.1C	NF 506	S NC6
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Resources Authority Warrant (For Machine Preparation)		NF 506A-1	E CF
Resources Authority Warrant For Reimbursable Program		NF 506R	E CF
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CHECK-OUT RECORD (See PERSONNEL)

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Record Of Telephone Conversation	NHB 1450.10A	NF 802	P50 CS
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<u>CONSULTANT (See PERSONNEL)</u>			
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Contractor Performance Summary (CPS)		NF 1651	E CS
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(Yellow Concurrence Sheet) (For Use With Automatic Sheet Feeders) (No Carbon)		NF 1267A	E CS
(Yellow Manifold Concurrence Sheet)	NHB 1450.10A	NF 1267	S CII
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Cryptomaterial Items Register	NHB 1620.3B	NF 597	E CD
Cryptomaterial Register (Issuing Office)	NHB 1620.3B	NF 594	E CD

<u>FORM TITLE/DESCRIPTION</u>	<u>PRESCRIBING DIRECTIVE</u>	<u>FORM NUMBER</u>	<u>UNIT OF ISSUE</u>
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EDUCATION AND TRAINING (See PERSONNEL)

EMPLOYMENT (See PERSONNEL)

EQUAL OPPORTUNITY PROGRAM

Assurance Of Compliance With The
National Aeronautics And Space
Administration Regulations Pursuant
To Nondiscrimination In Federally
Assisted Programs
Class Claim Of Discrimination
Class Discrimination Complaint
Complaint Of Discrimination
EEO Counselor's Worksheet
Report On Counseling Activity

NMI 2090.1	NF 1206	E CS
	NF 1550	E CS
	NF 1549	E CS
	NF 1355	E CS
	NF 1528	E CS
	NF 1527	E CS

EQUIPMENT (See REQUISITION)

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Attachment To Allotment Authorization Of
For The Appropriation Construction Of
Facilities Allotment No.
Construction Of Facilities Five-Year
Planning
Consumption And Cost Report-Utilities
(Non-Mission Variable)
Consumption And Cost Report-Utilities
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Facility Data Systems User Trouble
Documentation
Facility Project - Energy Savings
Summary
Facility Project Contract Bid Opening
And Award Date (Flash Bid Report)
Facilities Data Summary

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NHB 7400.1C	NF 1514	E CS
	NF 1520	E CS
	NF 1520A	E CS
	NF 1600	E CS
	NF 1564	E CS
	NF 1579	E CS
	NF 1400C	E CS

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Facilities Utilization Program Buildings Space Utilization Report - Summary By Building And Organization	NMI 7234.1B	NF 1400	E CS
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"Flash" Agencywide Code Change (FMM 9100) - Continuation Sheet	FMM 9100	NF 1328A	E CS
Miscellaneous Obligation Document- General Travel Authorization	FMM 9720-8B	NF 576	S CI7
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NASA Earnings And Leave Statement Overtime Authorization And Report Quarterly Contractor Financial Management Report (OMB No. 2700- 0003)	NMI 3550.1E NHB 9501.2B	NF 1555 NF 1110 NF 533Q	E CF E CS E CS
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(Film Storage Jacket For 8x10 Prints)		NF 1540A	E EN
(Frame For NASA Standard 3-1/4x4 Glass Slides)		NF 808	E CD
(Original Art Cover Envelope) (12x9 1/2)		NF 1019A	E EN
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<u>FORM TITLE/DESCRIPTION</u>	<u>PRESCRIBING DIRECTIVE</u>	<u>FORM NUMBER</u>	<u>UNIT OF ISSUE</u>
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(Film Can Label)		NF 1049	ST4 L
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	Declaration, Power Of Attorney And Petition By Administrator And State- ment Of Inventor Original Application		NF 1539	S CS2
	Determination Of Title And Assignment In Accordance With 42 U.S.C. 2457		NF 1606	E CS
	(Fee Sheet For Filing A New Continua- tion-In-Part Patent Application Under 35 U.S.C. 111)		NF 1631	S CS2
	Instrument Of Waiver (Domestic Rights)		NF 1530	S CS3
	Instrument Of Waiver (Domestic And Foreign Rights)		NF 1530A	S CS4
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	Instrument Of Waiver (Domestic And Foreign Rights)	NMI 5109.2D	NF 1529A	S CS4
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	(Letter Transmitting Patent Application)		NF 1556	E CS
	(Letter Transmitting Continuation/Divi- sional Application)		NF 1558	S CS
	(Letter Transmitting Notice Of Appeal Or Appeal Brief)		NF 1559	E CS
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	License To The Government		NF 1604	E CS
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	NASA Employees (Other Than Special Government Employees) Confidential Statement Of Employment And Finan- cial Interests Information And Instructions	NHB 1900.1B	NF 1270A	BK4 CS

<u>FORM TITLE/DESCRIPTION</u>	<u>PRESCRIBING DIRECTIVE</u>	<u>FORM NUMBER</u>	<u>UNIT OF ISSUE</u>
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Petition For Advance Waiver Of Domestic Rights Under Section 1245.104 Of The NASA Patent Waiver Regulations (1977)		NF 1625	E CS
Petition For Waiver Of Domestic Rights To An Identified Invention Under Section 1245.105 Of The NASA Patent Waiver Regulations (1977)	NMI 5109.2D	NF 1473	S CS2
Petition For Waiver Of Foreign Rights Under Section 1245.106 Of The NASA Patent Waiver Regulations (1977)	NMI 5109.2D	NF 1474	S CS3
Power Of Attorney			
(Request For Filing As A Continuation-In-Part/Continuation Of Prior Application Sec. 37 CFR 1.62)	NMI 5109.2D	NF 1475	E CS
(Request For Filing As A Divisional/Continuation Application Under 37 CFR 1.60)		NF 1610	E CS
		NF 1607	S CS2
		NF 1608	S CS2

<u>FORM TITLE/DESCRIPTION</u>	<u>PRESCRIBING DIRECTIVE</u>	<u>FORM NUMBER</u>	<u>UNIT OF ISSUE</u>
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<u>FORM TITLE/DESCRIPTION</u>	<u>PRESCRIBING DIRECTIVE</u>	<u>FORM NUMBER</u>	<u>UNIT OF ISSUE</u>
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<u>MEDICAL</u>			
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Occupational Injury - NASA Civil Service Only		NF 1375	E CS
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Associated List And Book Form Engineering Document Card (Card Code-B)		NF 1274	E TC
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<u>PATENTS (See LEGAL)</u>			

<u>PERSONNEL</u>	<u>FORM TITLE/DESCRIPTION</u>	<u>PRESCRIBING DIRECTIVE</u>	<u>FORM NUMBER</u>	<u>UNIT OF ISSUE</u>
	Activities Record For Experts And Consultants		NF 1456	E CS
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	C.A.S.E. Report On College And University Projects	NHB 5800.1B	NF 1356	S CI5
	Claim For Temporary Quarters Sub-sistence Expense Reimbursement	FMM 9760-26	NF 1500	E CS
	Determination Of Eligibility For Step Increase	NMI 3531.3A	NF 953	S CF3
	Employee Address Record		NF 782	E CD
	Evaluation Of Employee Suggestion		NF 359	E CS
	Executive Resources Management		NF 1594	E CS
	System Questionnaire			
	Federal Service Computation Record		NF 700A	E CS
	High Potential List		NF 1595	E CS
	Honor Award Nomination		NF 1644	E CS
	Information Covering Persons Transferred Or Appointed To First Duty Station	FMM 9720-4	NF 1449	E CS
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	Manager And Supervisor Performance Appraisal	NHB 1610.6A	NF 397	E CS
	Manager And Supervisor Performance Appraisal Continuing Management Responsibilities (Continued)		NF 1592	BK8 CS
	Manager And Supervisor Performance Appraisal Key Specific Objectives (Continued)		NF 1592A	E CS
	Nomination For NASA Development Programs		NF 1592B	E CS
	Nonsupervisory Performance Appraisal			
	Nonsupervisory Performance Appraisal - Continuation Sheet		NF 1591	BK 4CS
	Notice Of Pending Personnel Action		NF 1586	S CS3
	Overtime Request And Authorization		NF 1586A	E CS
	Position Description			
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	Recommendation For Quality Increase		NF 171	E CS
			NF 692	E CS
			NF 1447	S NC6
		NMI 3451.1B	NF 895	E CS

<u>FORM TITLE/DESCRIPTION</u>	<u>PRESCRIBING DIRECTIVE</u>	<u>FORM NUMBER</u>	<u>UNIT OF ISSUE</u>
<u>PERSONNEL (Cont.)</u>			
Recruitment Bonus Service Agreement		NF 1648	E CS
Relocation Bonus Service Agreement		NF 1649	E CS
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Request For Review Of Employee's Probationary Or Trial Period		NF 1341	S CF3
Request For Services Of Consultant Or Expert	NMI 3304.1C	NF 452	E CS
Senior Executive Service Performance Planning and Appraisal		NF 1636	BK8 CS
Service Computation Record		NF 700	E CS
Suggestion		NF 357	E CS
Supplemental Qualifications Statement Of Typing And Shorthand Skills		NF 1593	E CS
Teacher Resource Center (TRC) Regional Teacher Resource Center (RTRC) Status Report		NF 1642	E CS
<u>PERSONNEL MANAGEMENT</u>			
Aerospace Technologist (AST) Supplemental Qualifications Statement (OMB No. 2700-0031)		NF 1601	S CS4
Research And Program Management	NHB 7400.1C	NF 918	E CS
Appropriation Analysis Of In-House Manpower Requirements		NF 1307	E CS
Contract Financial And Manpower Status (Yearly)		NF 1594A	E CS
NASA Skills Bank-Executive Resources Management System			

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Contract Closeout Checklist	NFS 18-53.216	NF 779	E CS
Contract Completion Statement		NF 1612	E CS
Contractor's Assignment Of Refunds, Rebates, Credits And Other Amounts	NFS 18-16.370	NF 1611	E CS
Contractor's Release		NF 780	E CS
Fedstrip Activity Address Data	NFS 18-53.216	NF 778	E CS
Individual Procurement Action Report (Grants/Orders) (For Grants, Agreements, Intragovernmental Awards And Orders	NFS 18-53.204	NF 1603	E CS
Against FSS Contracts)		NF 507G	E CS
Individual Procurement Action Report (Modifications)	NFS 18-42.202	NF 507M	E CS
Individual Procurement Action Report (New Awards)	NFS 18-42.202	NF 507	E CS
Individual Procurement Action Report (New Awards) Supplement A	NFS 18-42.202	NF 507A	E CS
Individual Procurement Action Report Supplement B (New Awards/ Modifications)	NFS 18-42.202	NF 507B	E CS
Letter Of Acceptance Of Contract Administration Delegation	NFS 18-42.202	NF 1431	E CS
Letter Of Audit Delegation	NFS 18-42.202	NF 1433	E CS
Letter Of Contract Administration Delegation, General	NFS 18-42.202	NF 1430	E CS
Letter Of Contract Administration Delegation, Special Instructions	NFS 18-42.202	NF 1430A	E CS
Letter Of Contract Administration, Termination	NFS 18-42.202	NF 1432	E CS
Letter Of Request For Pricing-Audit Technical Evaluation Service	NFS 18-42.202	NF 1434	E CS
NASA Defense Purchase Request	NFS 18-17.70	NF 523	E CS

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Notice Of Contract Costs Suspended And/Or Disapproved	NFS 18-42.803	NF 456	E CS
PMTP Change Request		NF 1623	E CS
PMTP Change Request - DGS Supplement		NF 1623A	E CS
Procurement Career Development Program Annual Report		NF 1587	E CS
Procurement Career Development Program- Individual Development Plan		NF 1587A	E CS
Procurement Intern Progress Report		NF 1597	E CS
Procurement Management Data Report		NF 1462	S CS3
Procurement Plan Signature Page (Headquarters)		NF 1452A	E CS
Procurement Plan Signature Page (Installation)		NF 1452	E CS
Report On NASA Subcontracts (OMB No. 2700-0004)	NFS 18-4.672	NF 667	E CD
Request For Procurement Plan Approval		NF 1451	E CS
Research Grant Award	NFS 18-7.1	NF 1463	E CS
Structured Approach Profit/Fee Objective	NHB 5800.1B	NF 634	E CS
Termination Authority		NF 1412	E CS
Termination Docket Checklist		NF 1413	E CS
<u>PROGRAM MANAGEMENT</u>			
Office Of Commercial Programs (OCP) Flight Request		NF 1637	BK4 CS
Parts, Materials, And Safety Problem Impact Statement		NF 1544	E CS
<u>PROPERTY</u>			
Determination And Authorization To Abandon Or Destroy Surplus Property	NHB 4300.1	NF 812	E CS

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Employee's Claim For Damage To, Or Loss Of, Personal Property Incident To Service		NMI 2080.1B	NF 1204	S CS
Instructions And Real Property Codes For Completing NASA Forms 844, 845, 847, 946 And 1045		NMI 8800.1F	NF 1134	BK64 CS
NASA Property Disposal Management System (NPDMS) Excess Personal Property Pickup Authorization			NF 1638	S CF4
Notification Of Real Property Transaction Property Pass Request And Removal Permit Property NASA U.S. Government		NHB 4300.1	NF 1046A	E CS
Property NASA U.S. Government (1/2 inch)		NHB 4200.1B	NF 892	P100 NC
Real Property Record - Buildings			NF 1517	ST L10
Real Property Record - Land			NF 1517A	ST L20
Real Property Record - Leasehold Improvements		NMI 8800.1F	NF 845	E CS
Real Property Record - Other Structures And Facilities		NMI 8800.1F	NF 844	E CS
Real Property Transaction Voucher		NMI 8800.1F	NF 847	E CS
Rental Of Real Property			NF 846	E CS
Report Of Real Property Disposal Actions Accomplished During The Fiscal Year - Disposed Of And Removed From The Accountable Records		NMI 8800.1F	NF 1045	E CS
Report Of Government-Owned/Contractor- Held Property		NHB 7400.1C	NF 962	E CS
Semiannual Report Of Supply And Equipment Management Operations		NMI 8800.1F	NF 1515	E CS
Summary Of Agency's Real Property Acquisition Activities Completed Actions Accomplished During The Past Fiscal Year		NFS 45.5	NF 1018	S CS4
Transactions Completed-Additions/ Deletions (Continuation Sheet For Item 26, NASA Form 845)		NMI 4210.4G	NF 1324	BK8 CS
		NMI 8800.1F	NF 1515C	E CS
		NMI 8800.1F	NF 845A	E CS

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(Notice Regarding Unlawful Reproduction) Quick-Copy Work Order	NMI 1490.1B	NF 1478 NF 1050	E CD P100 CS
<u>REQUISITION</u>			
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NASA Equipment Management System (NEMS) Transaction Document		NF 1602	S CF4
NASA Motion Picture Work Order Request	NMI 1394.1	NF 902	E CS
NASA Unique Equipment Utilization Review		NF 1577	E CS
Physical Inventory Of Materials Annual Report		NF 1619	E CS
Request For Cannibalization/Modification Of Controlled Equipment		NF 1617	E CS
Request For Motion Picture Services	NMI 1394.1	NF 764	S CI4
Request For New Or Revised Form And/Or Reprint Inquiry		NF 1	E CS
Request For Printing And Related Equipment	NMI 1490.1B	NF 868	E CS
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<u>RESEARCH AND DEVELOPMENT</u>			
Research And Technology Objectives And Plans - RTOP - Change Notification (RCN)	NMI 7100.12	NF 1471C	E CS
Research And Technology Objectives And Plans - (Sheet 1)	NMI 7100.12	NF 1471	E CS
Research And Technology Objectives And Plans - (Sheet 2)	NMI 7100.12	NF 1471A	E CS
Research And Technology Objectives And Plans - (Sheet 3)	NMI 7100.12A	NF 1471B	E CS

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Aircraft Flight Mishap Report	NHB 1700.1	NF 1391	E CS
Metrology Control Document		NF 1621	S CF4
Mishap Report Table Of Contents	NHB 1700.1	NF 1388	E CS
NASA Mishap Report		NF 1627	S NC3
Notice Of Unsafe Or Unhealthful Condition	NHB 1700.1	NF 1390	E CS
Safety And Health Hazard Abatement Plan	NHB 2710.1	NF 1584	E CS
Telephonic Mishap Report		NF 1627A	E CS
<u>SCHEDULES</u>			
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Milestone Schedule (6 Years)	NHB 2340.2	NF 1304B	E CS
Milestone Schedule (3 Years)	NHB 2340.2	NF 1304A	E CS
Near Launch Schedule (3 Month)	NHB 2340.2	NF 1304C	E CS
Request For Blank Forms, Publications And Issuances	NHB 1420.2H	NF 2	S NC4
<u>SECURITY</u>			
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(Closed Area Sign-Indoor)	NHB 1620.3B	NF 1508A	E CD
Certificate Of Authority To Carry Concealed Firearms	NHB 1620.3B	NF 699A	PS25 NC2
Certificate Of Authority To Carry Unconcealed Firearms	NHB 1620.1B	NF 699B	PS25 NC2
(Closed Area Sign-Outdoor)			
Employee Security Orientation/Indoc- trination Record	NHB 1620.3B	NF 1508	E CD
Evidence Tag		NF 838	E CS
Identification Card Data	NHB 1620.3B	NF 1646	E T
Investigative Evidence		NF 605	E CD
(Limited Area Sign - Indoor)		NF 1645	E EN
(Limited Area Sign - Outdoor)	NHB 1620.3B	NF 1507A	E CD
Name Check Request	NHB 1620.3B	NF 1507	E CD
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Protect (Cover Sheet On Department Of State Cables And Airgrams)		NF 1534	E CS
Request For Access Approval		NF 1141	E CS
Request For Access To Classified National Security Information	NHB 1620.3B	NF 405	S CI6
Request for ADP Investigation		NF 1630	E CS
Request For Contractor Clearance (Restricted Area Sign - Indoor)	NHB 1650.1A	NF 1650	E CS
(Restricted Area Sign - Outdoor)	NHB 1620.3B	NF 446	E CS
(Retirement Identification Card)	NHB 1620.3B	NF 1506A	E CD
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Research And Technology Resume		NF 1588	E CS
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<u>TECHNOLOGY UTILIZATION</u>			
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<u>TRANSPORTATION AND TRAVEL</u>			
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		NF 1426	E CS
Request For Approval Of Foreign Training And Nonprogram Travel Or Participation In Domestic Outside Symposia	FMM 9740.20	NF 1167	E CS
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